

Position Description

Title:	Carer and Mentor Placement Support Worker
Position Number:	20385
Agreement Coverage:	RASA Enterprise Agreement 2019
Classification Level:	Grade 4
Team:	Time for Kids
Reports To:	Coordinator Time for Kids
Primary Location:	Hindmarsh

Primary Objective

The Carer and Mentor Placement Support Worker plays an integral role in facilitating the delivery of high quality, long term respite relationships with volunteers who empower and enable children in need to overcome early adversity and reach their full potential.

This role will provide ongoing support to those families that are matched with a child through the Time for Kids service. The Carer and Mentor Placement Support Worker will conduct timely Carer Review Assessments and provide access to training the training required for volunteers of the service.

The Carer and Mentor Placement Support Worker works closely with other staff and volunteers within Time for Kids to ensure an effective and timely service that builds positive and constructive relationships with everyone involved in supporting the children and young people in the service.

Position Responsibilities

- Provide comprehensive case work support to children and families referred to the Time for Kids Program, including facilitating partnerships, and developing and maintaining external collaborative agency relationships.
- Receive referrals for children and young people who are referred to Time for Kids for placement with a volunteer carer.
- Assess the eligibility of referrals based on the best fit for children to benefit from the program model and funded vacancies available.
- Undertake holistic screening and risk assessments with the child and their family utilising the Detection of Overall Risk Screen (DOORS) tool.
- Identify the objectives and goals that the child / young person wishes to attain through their involvement with Time for Kids.
- Work collaboratively with other services and make referrals that enable additional child or family needs are supported externally to Time for Kids.
- Provide accurate and effective review assessments that contribute to the delivery of compatible, robust and long-lasting placement matches.
- Build positive and constructive relationships with prospective volunteers, providing them with the information and encouragement to support their progress through the assessment process

- Ensure volunteers are informed of all requirements of their role through the delivery of high quality training, paying particular attention to child safety issues.
- Conduct Child Safe Environments Training with carers and ensure their compliance with other training and screening requirements of the role.
- Work with carers to identify the most compatible match available ensuring the primary needs of the child are aligned to the skills, experience and capacity of the carer or mentor.
- Proactively identify factors that may contribute to the risk of placement breakdown, advising the Practice Lead: Services on early training and support volunteers will require to ensure they are equipped to manage these.

Qualifications and Experience

Essential

- Tertiary qualifications in social sciences, social work, community development, community services or a related field, or equivalent.
- Train the Trainer in Safe Environments or willingness to undertake training.
- Demonstrated experience in Youth Work/Early Child Development.

Desirable

- Experience of working with volunteers and mentors
- Qualified Step by Step assessor, or willingness to undertake required State approved training.
- Experience of complex case work and or case management services.
- Experience in working with children, young people and families

Skills, Knowledge and Abilities

- Ability to monitor and evaluate own work practices
- Ability to work and communicate effectively with a wide range of people from different cultural backgrounds and to respond sensitively and appropriately to people in a variety of situations
- ability to develop and work towards common goals, build effective relationships and work in partnership with volunteers, clients and colleagues.
- Understanding of the SA Child Protection system and sector
- knowledge of the alternative care sector and associated community, health and welfare services
- Knowledge of Child Development and growth milestones
- Operate with initiative and motivation working under general direction to set goals and to achieve work plan deadlines.
- Demonstrate a good level of oral and written English skills.
- Keep concise case notes and other documentation in the electronic environment.
- Able to type and work efficiently in the Microsoft windows environment.
- Exercises a good level of interpersonal skills, including sensitivity, diplomacy and the ability to negotiate effectively.
- Contribute to practice which will enhance organizational function.
- Ability to understand and explain RASA policies to clients in an appropriate manner.

Requirements

- Current valid driver's licence

- Own vehicle for regular use to homes of volunteer applicants and referred families
- A satisfactory DHS Child Related Employment Screening check for working with children
- A satisfactory National Criminal History Check
- Ability to adapt and perform duties as required by changing program needs.
- Regular on-call, out of hours work and intra-state travel will be required and will not incur additional payment.

Work Health and Safety

- Demonstrate safe work practices for personal health and safety and the health and safety of others in line with Work, Health and Safety requirements.
- Comply with any reasonable instruction that is given by RASA and co-operate with any reasonable policy or procedure of RASA relating to health or safety in the workplace.

Direct reports

N/A

Values and Behaviours

The values and behaviours expected of RASA staff are outlined in the RASA Values, Ethics and Principles statement and the RASA Shared Behaviours statement. The duties outlined in this position description are to be read in conjunction with these statements along with the values outlined below.

- Diversity** We believe that human diversity contributes to a rich and vibrant society.
We recognise the importance of culture in the lives of individuals and value cultural diversity.
We believe in each person's expression of their spirituality and the importance of all religions.
We respect the diversity of relationships between and in individuals, families and communities.
- Respect** We believe in the unique and innate worth of all individuals.
We value the right of all people to live in safety and be treated with respect.
We support an equitable, just and non-discriminatory society.
We believe in the importance of living in harmony with our environment.
- Belonging** We recognise the importance of a sense of connection and belonging in people's lives.
We value the importance of caring and loving relationships for couples, families, kin and friends.
We believe in the importance of positive and supportive relationships with the local community, between communities and in workplaces.
- Learning** We believe that people should have the opportunity to learn and change throughout their lives.
We value people's right to make choices and learn from their experiences.
We believe in the importance of working and living together and learning from each other.

Acknowledgement

I have read, understood and accept the position as documented in this position description.

Employee Name:

Signature:

Date:
